State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name:	State Technical Standards Committee
Recorder:	Sherri McGee
Facilitator:	Terry Savage/Dave McTeer
Date:	October 27, 2005
Time:	10:00 a.m. to 11:30 a.m.
Location:	IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
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Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	
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James Brady	Dept of Information Technology	775.684.5891	jfbrady@doit.nv.gov	X
Chuck Conner	Dept of Motor Vehicles	775.684.4578	cconner@dmv.state.nv.us	
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Jeff D'Amario	Public Utilities Commission	775.684.6192	jdamario@puc.state.nv.us	
Chris DeSocio	Public Employees Benefits	775.684.7000	cdesocio@peb.state.nv.us	X
Lon DeWeese	Housing Div	775.687.4258	nhd@nvhousing.state.nv.us	
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Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	
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Tony Injayan	Purchasing Div: Administration	775.684.0176	tinjayan@purchasing.state.nv.us	X
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	
Otto Lynn	Div of Child and Family Services	775.687.9020	odlynn@dcfs.state.nv.us	X
Alisanne Maffei	Dept of Information Technology	775.684.5855	awmaffei@doit.nv.gov	X
Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
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Dorothy A. Martin	Dept of Transportation	775.888.7750	dmartin@dot.state.nv.us	X
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Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	
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Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	X
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Lani Smith	Dept of Public Safety	775.684.4800	lsmith@dps.state.nv.us	
Dan Stockwell	Dept of Information Technology	775.684.7300	stockwel@doit.nv.gov	X
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Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	X

Guest Attendees

Name	Agency	Telephone	E-Mail Address	
Andrea Franko	Div of Child and Family Services	775.687.9030	atfranko@dcfs.state.nv.us	X

DISCUSSION HIGHLIGHTS

1. Madilyn Zike has left Information Management Services (IMS) and moved to another agency. Otto Lynn is now the acting Information Systems Manager II until the position is permanently filled. IMS supports the applications of UNITY, Avatar, SOAR, etc.

2. **Approval of August 2005 Meeting Minutes**: The meeting minutes from the August 2005 TSC Meeting need to be changed to reflect that Madilyn Zike did not attend. Rick Kelter attended in her absence. It was also suggested that in future minutes acronyms be spelled out the first time they are used. The August 2005 TSC minutes were then approved.

3. **Database Standards:** This subcommittee decided that a definition of a database was needed. The question arose whether the committee has the authority to decide what will be considered a database. This also lead to some additional questions:
   - Should we come up with a uniform standard with a table of contents for each area that needs to be addressed?
   - Under the standards, will we address and define in detail how the databases will be structured?
   - What are the platforms that will be acceptable for the state?
   - As a committee, what is it we are trying to accomplish and how should we approach it?

   One purpose of having standards is when staff move from agency to agency, they have some familiarity with the systems. If a state standard is set, a case can be made for exceptions. If there is an existing system in place, it will remain intact and converge later.

   Three issues to be addressed:
   - Technical interoperability
   - User interoperability
   - Economic advantages of fewer databases

4. **Technical Standards:** Sherri McGee was asked to draft specifications on how to set the standards. This will allow all subcommittees to work in the same direction.

5. Once the Technical Standards Committee agrees on a standard, it will go before a technical and a business committee. The technical committee is Nevada IT Operations Committee (NITOC). Once the standard is approved by NITOC, it will go to the Strategic Planning Committee. If exceptions need to be granted, Terry Savage will be the first to receive the request. There will be an appeal process. The final appeal will be to the Governor.

6. The Legislative Council Bureau (LCB) has begun to audit agencies by the security standards that the DoIT Security Committee developed. If they begin to audit compliance to all standards, this will be another avenue of enforcement.

7. **Authentication and Biometrics Standards:** This subcommittee discussed the methods of ID, the different security platforms and systems, and the challenges. The next significant upcoming issue is Real ID. Ray Watley will be attending the RSA convention held in San Jose in February. This is a security convention with all the chief cryptographers in attendance.

    There are issues about ownership of the data. The data owner has control of who has access to the data. We have data sets, global authority and local authority. We need to define the processes of the data sets.

8. **Backup and Recovery Standards:** The plan this subcommittee is developing should be very affordable and doable by every agency. Chuck Moltz handed out a redline Data and Application Backup and Recovery Standard from the State Information Technology Security Committee. There is a strikeout in each place it says "IT System." This has been changed to "application and data backup procedures." "Microcomputers" was changed to "desktops and laptops."

    It was suggested that Page 3 D should be changed to read "user(s) approval **of** recovered data." There was a comment regarding Page 3 B which sets the off-site location to be "at least one hundred miles from the original location whenever possible." This eliminates Reno. Other locations were discussed.

9. **Storage Standards:** This subcommittee will define the best practices for current storage media. The Backup and Recovery subcommittee will determine the best processes for using that storage. The two groups will be working together. The Storage subcommittee will work on the physical media processes. The Backup and Recovery subcommittee will deal with the business processes. The Storage subcommittee will look at the types of physical media, the types of organizational units accessing the data, and the need to be interoperable with the other subcommittees.

    Offline and long-term storage were discussed. It was also mentioned that everything that is sent to the courts is stored in a database as public record and can be recovered. This could be utilized.

10. **Email Storage:** This subcommittee focused on the different types of protocols and configurations. There is not a mandate that everyone be on the central state system. It has been strongly recommended that there be a single directory with a common directory and calendar.

11. **Existing Standards:** The PS/servers/software subcommittee clarified wording. They specified servers, desktops and laptops. The biggest change has been regarding replacement cycle. This will be under the guidance of DoIT. The low-end user classification has been eliminated. The old standards mentioned high-level users, super-users, mainstream users, and low-end users.

    The Department of Transportation has low-end users that only access timesheets and weather. The trickle-down effect costs more than buying a new PC and maintenance contracts expire. For security reasons, PCs should be replaced every four years.

Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to address the first round of Standards development	Need to have focused groups to develop standards by the January time-frame for the upcoming budget process	08/25/05
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Closed	10/27/05
4	08/25/05	Develop the Database Standard	Dan Stockwell	Open	
5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Open	
6	08/25/05	Develop the Backup and Recovery Standard	Chuck Moltz	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Open	
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	
10	08/25/05	Update the Software Standard	Tony Injayan	Open	
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Open	

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12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Open	
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	
14	10/27/05	Develop Technical Standards Dictionary. This will be an agenda item for the next meeting.	Terry Savage	Open	
15	10/27/05	Sherri McGee will draft specifications on how to set standards.	Sherry McGee	Open	